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**Personnel**

**THE AIR FORCE RESERVE INDIVIDUAL  
READY RESERVE  
PROGRAMS--MANAGEMENT AND  
MOBILIZATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction covers the procedures and standards required for management of the Individual Ready Reserve (IRR), both participating and nonparticipating members. It implements Air Force Policy Directive AFPD 36-26, *Military Force Management*, and applies to all Air Force personnel who are involved in the management, utilization, muster and mobilization of IRR members. This publication is not applicable to the Air National Guard (ANG).

***Section A—Composition of the Air Force Individual Ready Reserve (IRR)***

**1. General Description.** The IRR consists of those Ready Reservists who are not in the Selected Reserve. They are subject to recall to active duty by the President or Congress in time of national emergency or war. Only in unusual circumstances will members of the IRR require the same training as the Selected Reserve.

1.1. The majority of IRR members are those individuals who have a remaining military service obligation (MSO) after completing their active duty commitment, or Reserve members with an unexpired service contract.

1.2. Generally, IRR members do not participate, but participation opportunities are available. In the Air Force Reserve, we categorize our IRR as either participating or nonparticipating.

**2. Participating Category.** A number of participating programs for IRR members exists. See application procedures in AFI 36-2115, *Assignments Within the Reserve Components*. **Section D** of this instruction describes participation opportunities in greater detail.

**3. Non-Participating Category.** This group includes members of the Obligated Reserve Section (ORS). It consists of individuals with a military service obligation and those individuals awaiting entry on active duty as a result of Air Force Reserve Officer Training Corps (AFROTC) training. It also includes nonob-

ligated members who have a remaining Reserve commitment, but cannot affiliate with a Selected Reserve program for various reasons.

### ***Section B—Program Management***

**4. Daily Personnel Management.** The Air Reserve Personnel Center (HQ ARPC) provides life cycle personnel management to individuals assigned to the IRR. ARPC Pamphlet 38-1, *Organization Functional Responsibilities*, fully explains ARPC management responsibilities for the IRR.

### ***Section C—Individual Ready Reserve Muster Program***

**5. IRR Screening.** Title 10 U.S.C. Section 10149 requires screening of the IRR to ensure that there will be no significant attrition of those members or units during a mobilization; that there is a proper balance of military skills; that except for those with military skills which there is an overriding requirement, members having critical skills are not retained in the IRR; that with due regard for national security and military requirements, recognition will be given to participation in combat; and that members whose mobilization in an emergency would result in an extreme personal or community hardship are not retained in the IRR. Screenings are conducted annually and result in members either being retained in the IRR; transferred to the Standby Reserve; discharged under AFI 36-3209; or transferred to the Retired Reserve (for eligible members who apply).

5.1. The HQ USAF Contingency and Joint Matters Division (HQ USAF/DPXC) determines specific Air Force specialties for screening.

5.2. HQ ARPC/DS is the Air Force program manager for the muster program and performs the following actions:

5.2.1. Provides a budget estimate for screening action (pay and allowances, travel and per diem) to the Air Force Reserve Comptroller (HQ USAF/REC) to be included in the overall Reserve Personnel Appropriation (RPA) Budget Estimate Submission (BES).

5.2.2. Selects Air Force bases to participate and coordinate dates of screenings.

5.2.3. Identifies and notifies IRR members selected to participate.

5.2.4. Exempts members from screening based on exemption criteria. Reschedules or excuses members for screening based on internal policies.

5.2.5. Publishes screening orders, amendments and revocations. Mails orders and instructions to member.

5.2.6. Provides written screening guidance to participating bases.

5.2.7. Provides the Defense Finance Accounting Service-Denver Center (DFAS-DE) participant screening information to prepare pay checks.

5.2.8. Resolves pay problems with DFAS-DE and HQ AFRES (AFRPO/FMFQ-P) reserve pay offices.

5.2.9. Records selectee's status (show, no-show, excused) in the Personnel Data System.

5.2.10. Prepares statistical and after action reports.

- 5.2.11. Corrects (or refers to appropriate OPR for correction) record errors discovered by the screening process.
- 5.3. The Defense Finance and Accounting Service-Denver Center (DFAS-DE) provides the following services:
  - 5.3.1. Prepares muster pay checks.
  - 5.3.2. Makes sure pay checks are in place at muster location before muster date.
  - 5.3.3. Processes and cancels checks not disbursed at the muster site.
- 5.4. HQ AFRES (AFRPO/FMFQ-P), reserve pay office, resolves pay issues and errors.
- 5.5. Headquarters Air Force Reserve Recruiting Service makes sure a Reserve recruiter is available at the muster site. Recruiters brief participants on assignment opportunities within the Selected Reserve.
- 5.6. The host base for the muster performs the following functions:
  - 5.6.1. Appoints an OPR to coordinate muster activities.
  - 5.6.2. Arranges for logistical support such as billeting, finance, and medical, etc.
  - 5.6.3. Orders necessary supplies and forms to accomplish muster processing tasks.
  - 5.6.4. Accomplishes objectives and tasks in the Base Planning Guide furnished by HQ ARPC/DS.

#### ***Section D—Program Management of the Participating Individual Ready Reserve***

**6. Participation in the IRR.** Special programs exist in the IRR that permit participation, under certain conditions, and on a voluntary basis. Generally, participation is for points only (no-pay), and is permitted for programs established by law, to satisfy professional manning and procurement programs, to permit continuation of training on a temporary basis while in assignment transition, and to fill validated but unfunded Selected Reserve positions. Training requirements for these programs are in AFR 35-41, Vol 2, *Reserve Personnel Policy Reserve Training*. Assignment criteria is in AFI 36-2115, *Assignments Within the Reserve Components*.

**7. Program Management.** Program managers identified in paragraph 8. perform a variety of functions in support of their IRR customers. These include:

- 7.1. Provide professional guidance.
- 7.2. Communicate program requirements to members.
- 7.3. Assign members within and from these programs.
- 7.4. Ensure members comply with participation requirements.
- 7.5. Provide career guidance.
- 7.6. Process tour requests, and publish Military Personnel Appropriation (MPA) manday orders if not assigned to programs managed by HQ ARPC.
- 7.7. Assist the HQ ARPC MPF in completing various personnel actions.

## **8. Program Managers and Programs.**

### **8.1. HQ ARPC/DR manages:**

8.1.1. The Ready Reinforcement Personnel Section (RRPS). This reserve section is for members who lost a Selected Reserve position through no fault of their own and cannot secure a Selected Reserve position.

8.1.2. See AFI 36-2115 for initial assignment procedures to RRPS. For changes to a training attachment after initial assignment, the member must contact the nearest Air Force unit for permission to train, and follow up in writing to the unit. For members requesting training overseas, the MAJCOM or program manager will ensure Status of Forces Agreements (SOFA) permit the attachment and training of Reserve members.

8.1.3. While assigned, members must meet and maintain military standards prescribed for Selected Reserve and active duty members.

### **8.2. The HQ ARPC Staff Judge Advocate (JA) manages:**

8.2.1. The 9025th Air Reserve Squadron. This program permits continued participation of judge advocates or paralegals temporarily unable to participate in the Selected Reserve. Members are attached to the closest Air Force installation for duty. Members who do not participate within a three year period (one year period if they have over 20 years satisfactory service) will be transferred to an inactive status.

8.2.2. The 9035th Air Reserve Squadron. This program gives AFROTC graduates an educational delay for entry on active duty to attend law school. Commonly known as Legal Interns, these members participate with an active duty legal office in their second year of law school.

### **8.3. The HQ ARPC Directorate of Chaplain Individual Reserve Programs (HC) manages:**

8.3.1. The 9002nd Air Reserve Squadron. This program permits continued participation as a chaplain or chaplain service support personnel for reserve members temporarily unable to participate in the Selected Reserve.

8.3.2. The 9017th Air Reserve Squadron. This program allows chaplain candidates training with active duty chaplains for up to 100 active duty days while attending a seminary. They are not a mobilization resource.

### **8.4. The HQ ARPC Directorate of Health Services Individual Reserve Programs (SG) manages:**

8.4.1. The 9016th Air Reserve Squadron. It assigns members participating in the Health Professions Scholarship or Stipend Program to this squadron. Individuals receiving full scholarship must perform 45 days active duty each year. Those receiving the stipend only must perform 14 days of active duty each year.

8.4.2. The 9020th Air Reserve Squadron. This program permits only annual training for highly skilled medical personnel who cannot participate in the Selected Reserve.

8.4.3. The 9021st Air Reserve Squadron. This program permits continued training opportunities for medical personnel who cannot participate in the Selected Reserve. Members participate for points only.

8.4.4. The 9027th Air Reserve Squadron. Members assigned to this squadron enroll in one of three stipend programs available to both officers and enlisted medical personnel while enrolled in higher medical education programs that increase their skills.

8.5. The United States Air Force Academy (USAFA) manages the 9001st Air Reserve Squadron. This program is made up of liaison officers who counsel and recruit potential candidates for attendance at the Air Force Academy or enrollment in the Air Force Reserve Officer Training Program. See AFI 36-2017, *Admissions Liaison Officer Program*, for program details and requirements.

8.6. HQ Civil Air Patrol (CAP) manages the 9004th Air Reserve Squadron. Volunteers provide technical assistance and advice to CAP units located throughout the United States. They train for points only, but some paid active duty support opportunities are available using MPA mandays. See AFI 36-5001, *Civil Air Patrol*, for program details and requirements.

## ***Section E—Readiness and Mobilization***

**9. Readiness of the IRR.** Air Force planners need accurate data on the availability and viability of this war fighting resource. The Personnel Data System (PDS) reports a variety of information regarding a member's skills and assignment limitations, with information obtained from:

9.1. Skill usability or skill degradation factors, combined with PDS data, using PDS inquiry capabilities.

9.2. Annual surveys or screenings.

**10. Mobilization of the IRR.** The Air Force mobilizes IRR resources individually or by using the PUSH-PULL System. The PUSH-PULL system selects IRR members to mobilize, usually in large numbers based on predicted shortages, and pushes them to a technical training wing. Not all IRR members will be mobilized using the PUSH-PULL system. Some IRR members, based on appropriate skill factors, will be direct duty assigned (DDA). The sequence of events and responsible agencies are:

10.1. HQ USAF/DPXC validates and determines need to activate IRR, and communicates numbers, by Air Force Specialty Code (AFSC) to the Air Force Manpower and Personnel Center (AFMPC).

10.2. HQ AFMPC inputs levy transactions to select IRR members for mobilization. These transactions generate output products and orders to HQ ARPC, a Western Union mailgram to the member, and generates the flow of the PDS record to the gaining location.

10.3. The HQ ARPC Directorate of Plans (XP) acts as the ARPC focal point to coordinate processing activities as follows:

10.3.1. HQ ARPC/DP validates computer selection of IRR members, selects members for mobilization when computer support is not available, or selects a substitute. They also review, approve, disapprove all requests for delay or exemption, monitor reporting and attempt to locate no-shows.

10.3.2. HQ ARPC/DS forwards the field record group to the gaining MPF, and the master records to HQ AFMPC. They also research bad addresses on members selected for mobilization.

10.3.3. The ARPC orders processing team reviews, validates, authenticates, reproduces, and distributes mobilization orders.

10.3.4. The ARPC Policy and Programs Division (XPX) initiates activation of the central travel office to provide airline ticket support to activated members.

10.4. HQ Air Education and Training Command, Reserve Affairs (AETC/CCR):

10.4.1. Plans surge requirements in coordination with their technical training wings and the AETC staff.

10.4.2. Reports pipeline flow to the HQ USAF Crisis Action Team (CAT) or DPXC.

10.5. Technical training wings monitor arrival and report no-shows to HQ ARPC/DPR, process members for new uniforms, verify medical status, determine refresher training needs, and report availability for end assignment to the Directorate of Assignments, HQ AFMPC/DPMR.

10.6. HQ AFMPC/DPMR provides assignment and reporting instructions.

### ***Section F—PUSH-PULL Mobilization Exercise***

**11. Field Training Exercise.** Every two years, the Air Force conducts a three day PUSH-PULL mobilization exercise at one or more technical training wings to evaluate procedures for PUSH-PULL mobilization as well as other test objectives. Responsibilities are:

11.1. HQ USAF/DPXC (Air Force OPR for PUSH-PULL mobilization exercises):

11.1.1. Develops exercise objectives.

11.1.2. Provides critical skills lists to appropriate agencies.

11.1.3. Determines the exercise time-lines.

11.2. HQ ARPC/DR provides a budget estimate for PUSH-PULL mobilization exercises (pay and allowances, travel and per diem) to HQ USAF/REC to be included in the RPA BES.

11.3. HQ AETC/CCR:

11.3.1. Selects technical training wings to participate.

11.3.2. Coordinates with selected training locations.

11.4. Training Wings:

11.4.1. Plan for and receive PUSH-PULL participants.

11.4.2. Administer evaluations based on exercise objectives.

11.4.3. Establish accountability of participants, no-shows, etc.

11.4.4. Perform self assessment of procedures used to receive and process large numbers of incoming IRR members.

11.4.5. When directed to evaluate skills of IRR members, ensure technically qualified subject matter specialists are available to conduct the evaluation.

11.4.6. Program and provide exercise funds to support exercise costs.

11.5. HQ ARPC/XP is the ARPC focal point for all PUSH-PULL mobilization exercises.

11.5.1. Coordinates exercise requirements with other ARPC offices and HQ AETC.

- 11.5.2. Assists in development of exercise objectives.
- 11.5.3. Coordinates the activation of the central travel office procedures.
- 11.5.4. Notifies HQ AFRES/RS of upcoming PUSH-PULL mobilization exercises.
- 11.6. HQ ARPC/DS performs those functions listed in **Section C** of this instruction.
- 11.7. HQ AFMPC/DPMR provides an assignment team to exercise the PULL portion of the exercise by simulating end assignment determinations.

ROBERT A. McINTOSH, Maj General, USAF  
Chief of Air Force Reserve

## **Attachment 1**

### **GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS**

#### ***References***

Title 10, United States Code, Section 10149, *Ready Reserve: Continuous Screening*

AFI 36-2115, *Assignments Within The Reserve Components* (formerly, AFR 35-41, Vol I)

AFM 36-2125, *Base Level Military Personnel System, Users Manual* (formerly AFM 30-130, Vol 1)

AFI 36-3209, *Separation Procedures for Air Force Reserve Members* (formerly AFR 35-41, Vol III)

AFR 35-41, Vol 2, *Air Force Reserve Education and Training*

#### ***Abbreviations and Acronyms***

**AETC**—Air Education and Training Command

**AFI**—Air Force Instruction

**AFMPC**—Air Force Manpower and Personnel Center

**AFPD**—Air Force Policy Directive

**AFROTC**—Air Force Reserve Officer Training Corps

**AFSC**—Air Force Speciality Code

**ARPC**—Air Reserve Personnel Center

**BES**—Budget Estimate Submission

**BLMPS**—Base Level Military Personnel System

**CAP**—Civil Air Patrol

**CAT**—Crisis Action Team

**DDA**—Direct Duty Assigned

**DFAS-DE**—Defense Finance Accounting Service-Denver Center

**ECI**—Extension Course Institute

**IDT**—Inactive Duty Training

**IRR**—Individual Ready Reserve

**MAJCOM**—Major Command

**MPA**—Military Personnel Appropriation

**MPF**—Military Personnel Flight

**MSO**—Military Service Obligation

**OPR**—Office of Primary Responsibility

**PDS**—Personnel Data System



**RCSBP**—Reserve Components Survivor Benefit Plan

**RRPS**—Ready Reinforcement Personnel Section

**SOFA**—Status of Forces Agreements

**USAFA**—United States Air Force Academy

### *Terms*

**Chaplain Candidates**—Members appointed as officers in the Ready Reserve, who have completed their four year college degree, and are attending an accredited seminary to become clergy and chaplains in the Air Force Reserve. These officers participate and train with active duty chaplains during summer break.

**Health Professions Scholarship Program**—Members appointed as officers in the Ready Reserve, who have completed their four year college degree, and are attending an accredited medical school. They receive a scholarship from the Air Force in return for pay back via active or reserve service.

**Individual Ready Reserve**—Officer and enlisted members who have a remaining military service obligation, or a commitment to remain in the Ready Reserve for benefits or training received. Typically, these members are those who completed their four years of active duty and serve the remainder of their eight year obligation in the Individual Ready Reserve. These members are subject to involuntary recall by the President and Congress, and are also required to participate in Muster or PUSH-PULL screenings.

**Legal-Interns**—AFROTC graduates, appointed as officers in the Reserves, who have been granted a delay to go on active duty, to complete law school. These members train during summer break with an active duty legal office in their second year of law school. Upon successful completion of law school and acceptance to the Bar, they are called to active duty to serve in The Judge Advocate General's Department.

**Mailgram**—Used for Mobilization. Mobilization order information is provided to Western Union electronically, printed, sorted and addressed by them, and passed on to the postal system for delivery to the mobilized member.

**Paralegals**—Enlisted members trained to assist attorneys in various law offices throughout the Air Force. They perform a variety of duties to include legal assistance, wills, powers of attorney, court reporting, claims, etc.

**PUSH-PULL**—The system used by the Air Force to mobilize IRR, Standby, and Retired members. Upon mobilization, the Air Force determines in advance the number of individuals, by skill, and tells the Air Force Manpower and Personnel Center to mobilize those individuals to a technical training location for the purpose of uniform reissue, medical qualification testing, and skill training needs. Once completed, the individuals are reported as available for assignment, and assigned where needed.

**Standby Reserve**—Comprised of Reserve members who have no military Reserve obligation, or have been temporarily excused from Reserve participation, or have been designated as key or essential in their present civilian position. It is also used to place members who have reached Sanctuary (18 but less than 20 years satisfactory service for retirement) and are unable to participate in the Selected Reserve.

**Stipend Program**—Monetary assistance provided to medical professionals and specialists who are enrolled in educational programs to increase their medical skills. They incur a military service (pay back) obligation for this assistance.